



CODE OF PRACTICE ON ASSESSMENT

APPENDIX L

Academic Integrity Policy

2013-14

Applicable to all cohorts

ACADEMIC INTEGRITY POLICY

1. Academic Integrity

Academic integrity is concerned with the ethical code that applies to the standards by which the academic community operates. It represents the values of honesty, fairness and respect for others. While this encompasses the expectation that students will not cheat in assessments nor deliberately try to mislead examiners and assessors, it is just as important to emphasise the positive role that academic integrity plays in each student's intellectual and professional development and in their successful transition to graduate employment and future careers. Students who embrace academic integrity understand that they must produce their own work, acknowledging explicitly any material that has been included from other sources or legitimate collaboration, and to present their own findings, conclusions or data based on appropriate and ethical practice.

There are conventions of academic practice, such as established referencing and citation protocols, which both display and ensure academic integrity. The acquisition of relevant study skills such as effective note-taking, ability to critically evaluate other writers' theories and concepts and presentation skills, will help students to understand these conventions. Failure to adhere to these conventions can result in poor academic practice or, if there is a clear intention to deceive examiners and assessors, to unfair and/or dishonest academic practice. The policy sets out the penalties that will be applied where academic misconduct has been established. Acts that would be subject to the University's Disciplinary or Fitness to Practise procedures will be dealt with under those procedures.

1.1 Poor Academic Practice

Poor academic practice occurs when there has been failure, due to lack of academic ability or understanding, to observe the expected standards associated with academic integrity when undertaking academic work. Poor academic practice covers a range from minor errors such as missing quotation marks or mistakes in referencing to plagiarism, copying from others or embellishment, fabrication or falsification of data. This category also captures first offences in which dishonesty can be presumed but intent to deceive cannot be established because there has been no prior warning.

1.2 Unfair and/or Dishonest Practice

Unfair and/or dishonest practice occurs when a student intends to gain an advantage over other students by wilfully seeking to deceive assessors and/or examiners. Such acts are often but not always premeditated and would include offences subsequent to a prior written warning of academic malpractice.

2. Definitions

The following definitions reflect those contained within Section 9 of the Code of Practice on Assessment and apply to all types of work submitted by students, including, for example, written work, diagrams, designs, charts, musical compositions and pictures:

2.1 Minor Errors

Minor errors arise when a student has attempted to adopt academically acceptable practices but has failed to do so accurately or fully. Examples include forgetting to insert quotation marks, minor mistakes in referencing or citation, gaps in the bibliography or reference list, non-compliance with some aspects of presentation guidelines.

2.2 Collusion

Collusion occurs when, unless with official approval (e.g. in the case of group projects), two or more students consciously collaborate in the preparation and production of work which is ultimately submitted by each in an identical or substantially similar form and/or is represented by each to be the product of his or her individual efforts. Collusion also occurs where there is unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student's own.

2.3 Copying

Copying occurs when a student consciously presents as their own work material copied directly from a fellow student or other person without their knowledge. It includes the passing off of another's intellectual property, not in the public domain, as one's own. It differs from collusion in that the originator of the copied work is not aware of or party to the copying. Copying of work from published sources would be dealt with as plagiarism.

2.4 Submission of Commissioned or Procured Coursework

The dishonest practice occurs when a student presents as their own work coursework assessment tasks (or parts thereof) which have been intentionally procured (by financial or other inducement means) for this purpose. The definition includes the practice of requesting another party to prepare all or part of a course assignment (with or without payment) on the student's behalf.

2.5 Fabrication

Throughout this policy the term "fabrication" is used to cover one or more of the following:

Embellishment or Falsification of Data occurs when a proportion of the total data is altered, enhanced or exaggerated in order to emphasise data which has been obtained by legitimate means

Fabrication of Data occurs when a student creates and presents an extensive amount or significant piece of data in order to conceal a paucity of legitimate data; or wholly fabricates a set of data in the absence of legitimate data.

2.6 Plagiarism

Plagiarism occurs when a student misrepresents, as his/her own work, work in the public domain, written or otherwise, of any other person (including another student) or of any institution. Examples of forms of plagiarism include:

- the verbatim (word for word) copying of another's work without appropriate and correctly presented acknowledgement and citation of the source;
- the close paraphrasing of another's work by simply changing a few words or altering the order of presentation, without appropriate and correctly presented acknowledgement and citation of the source;
- failure to reference appropriately or to adequately identify the source of material used;
- unacknowledged quotation of phrases from another's work;
- the deliberate and detailed presentation of another's concept as one's own.

The University treats the decision as to whether minor errors, poor academic practice or unfair and/or dishonest academic practice has taken place as a matter for academic judgement¹ and the penalties applied will vary according to the individual case and the seriousness of the offence (for details of the range of penalties see section 4 below.)

3. Dealing with Poor Academic Practice and Unfair and/or Dishonest Academic Practice

- 3.1 The University aims to provide advice and training in its staff development programme on how to detect and deal with poor or unfair and/or dishonest academic practice and on how to help students to avoid it.
- 3.2 If academic misconduct or malpractice is suspected in relation to work submitted by a student, in the interest of helping students to avoid continued acts, cases should be investigated as promptly as possible.
- 3.3 Departments² should require students, when submitting work for summative assessment, to provide either a signed hard-copy declaration or an equivalent acknowledgement where electronic submission is used, to confirm that they have not plagiarised nor copied material, nor have they embellished, fabricated nor falsified any of the data nor have they colluded in producing the work nor submitted commissioned or procured work. The coversheet appended to the guidelines to this policy may be used for this purpose, but departments may use their own procedures/forms to obtain the necessary declaration.
- 3.4 Cases of suspected poor or unfair and/or dishonest academic practice should be evidenced and documented before the appropriate procedure is instigated.

4. Penalties and Procedures

Category A: Minor Error

- 4.1 If the internal examiner identifies minor errors, such as a missing quotation mark or minor mistakes in referencing, a mark penalty will be applied to the assessment task. This should be specified in the marking scheme provided to students and the student should be given feedback on how to avoid such a mistake in future work.
- 4.2 If a student is found to have committed a minor error the examiner will use academic judgement in determining the appropriate mark for the assessment, in accordance with the relevant marking criteria and taking into account, as appropriate, matters such as the quality/accuracy of the referencing and citations, the quality of data presented, etc.:
 - 4.2.1 a mark penalty of up to 10% of the maximum mark or one grade for the assessment task, as specified in the marking scheme, will be applied;
 - 4.2.2 the error will be held on the student's record and the mark penalty reported to the Board of Examiners;
 - 4.2.3 the student's entitlement to re-assessment in failed modules is not affected.

Category B: Poor Academic Practice

- 4.3 This category covers a range of poor practices in which there is no clear intention to deceive. If poor practice is identified by the internal examiners a mark penalty will be applied to the assessment task(s) and the student should be given feedback on how to avoid poor academic

¹ It should be noted that where plagiarism is indicated using plagiarism detection software, Examiners, Assessment Officers and Board of Examiners must still exercise academic judgement in determining whether plagiarism has taken place. [Guidelines s.8.5]

² The departmental responsibility referred to here should fall to the relevant appropriate body in the case of on-line programmes.

practice in future work. The student will also be recommended to complete an on-line tutorial on poor academic practice.

- 4.4 If poor academic practice is repeated by the student the mark penalty will be imposed for each multiple or subsequent example of poor academic practice. This creates a strong incentive for the student to avoid further penalty and should encourage the student to benefit from the remedial effect of the advisory on-line tutorial. The completion of the on-line tutorial will be registered.
- 4.5 If a student is found to have committed poor academic practice:
- 4.5.1 the assessment task mark shall be capped at the minimum pass grade for that assessment task by the examiner;
 - 4.5.2 the examiner will recommend the student to complete an on-line tutorial on poor academic practice;
 - 4.5.3 the incident will be held on the student's record and the mark penalty will be reported to the Board of Examiners;
 - 4.5.4 the student's entitlement to re-assessment in failed modules is not affected.

Category C: Plagiarism, Copying, Collusion or Fabrication

- 4.6 This category is intended to capture first offences in which deception and dishonesty can be presumed, but intent to deceive cannot be established because the student has not received a prior written warning of misconduct.
- 4.7 If cases of plagiarism, copying, collusion or fabrication are suspected by the internal examiners an investigation must be carried out by the Assessment Officer in the Department/School that 'owns' the module concerned.
- 4.8 The Assessment Officer will investigate the allegation on behalf of the Chair of the appropriate Board of Examiners by inviting the examiner to provide evidence and reasons for his/her allegation and the student(s) to provide an explanation of the circumstances for the plagiarism, copying, collusion or fabrication of data.³
- 4.9 In cases deemed proven by the Assessment Officer, s/he will provide a report to the Chair of the appropriate Board of Examiners recommending the imposition of the mark penalty and detailing his/her findings, including the circumstances of the alleged offence, the investigation undertaken and the representations made by the student(s). A copy of this report will also be made available to the student(s).
- 4.10 The student's copy of the report of the investigation from the Assessment Officer will also contain a dated written warning to the student outlining the consequences of further academic misconduct (see Guidelines on Academic Integrity for suggested wording).
- 4.11 If two or more students are found to have colluded in producing a piece of assessed work (this includes one student allowing another to copy his/her work and submit it as his/her own), then each should receive the mark penalty for the assessment task. If one or more students are found to have copied the work of another student in any form without his/her knowledge, then any resulting warning and penalty should apply only to the student(s) that copied the work.
- 4.12 If a student is found to have committed plagiarism, copying, collusion or fabrication:
- 4.12.1 the Assessment Officer will ask the Board of Examiners to approve a recommendation that a breach of the policy has taken place and that the assessment task should be given a mark of zero;
 - 4.12.2 the student will be given a written warning;

³ For on-line programmes, the investigation undertaken by the Assessment Officer with the examiner and the student concerned often takes place under the auspices of a 'Plagiarism Sub-Committee' who would make recommendations about allegations of plagiarism, copying, collusion or fabrication of data to the Board of Examiners.

- 4.12.3 the student will be recommended to complete an on-line tutorial on plagiarism, collusion and fabrication of data;
- 4.12.4 a note will be placed on the student's records, including their records in SPIDER⁴.
- 4.12.5 the student's entitlement to re-assessment in failed modules is not affected.
- 4.13 After seven calendar days from the date of the first written warning any subsequent work submitted by the student in which plagiarism, copying, collusion or fabrication have occurred will be treated as Category D. Any offence detected in work submitted within the seven calendar days from the first written warning will be treated as a category C breach of the policy.
- 4.14 In the case of a student being awarded a mark of zero and as a result failing their dissertation or project, the Board of Examiners will decide whether they should be permitted to re-submit the dissertation or project, revised and corrected, or whether they must complete and submit a whole new dissertation or project.

Category D: Second or Subsequent Category C Offence(s) following a Written Warning

- 4.15 This category covers instances when academic malpractice can be presumed and intent to deceive can be established because the student has received a prior written warning of misconduct.
- 4.16 If cases of plagiarism, copying, collusion or fabrication are suspected by the internal examiners an investigation must be carried out by the Assessment Officer in the Department/School that 'owns' the module concerned.
- 4.17 The Assessment Officer will investigate the allegation on behalf of the Chair of the appropriate Board of Examiners by inviting the examiner to provide evidence and reasons for his/her allegation and the student(s) to provide an explanation of the circumstances for the plagiarism, copying, collusion or fabrication of data.⁵
- 4.18 If the case is proven and the student's record shows that the student has previously been found to have committed plagiarism, copying, fabrication or to have colluded in the production of assessed work, and the student has had a written warning issued more than seven calendar days previously, then the Category D penalty should be applied.
- 4.19 In cases deemed proven by the Assessment Officer s/he will provide a report to the Chair of the appropriate Board of Examiners recommending the imposition of the mark penalty and detailing his/her findings, including the circumstances of the alleged offence, the investigation undertaken and the representations made by the student(s). A copy of this report will also be made available to the student(s).
- 4.20 The student's copy of the report of the investigation from the Assessment Officer will also contain a second dated written warning to the student outlining the consequences of further academic misconduct (see Guidelines on Academic Integrity for suggested wording).
- 4.21 If two or more students are found to have colluded in producing a piece of assessed work (this includes one student allowing another to copy his/her work and submit it as his/her own), then each should receive the mark penalty for the assessment task. If one or more students are found to have copied the work of another student in any form without his/her knowledge, then any resulting warning and penalty should apply only to the student(s) that copied the work.

⁴ In respect of this and all references to SPIDER in this Policy it should be noted that for on-line programmes an alternative records system may be used.

⁵ For on-line programmes, the investigation undertaken by the Assessment Officer with the examiner and the student concerned often takes place under the auspices of a 'Plagiarism Sub-Committee' who would make recommendations about allegations of plagiarism, copying, collusion or fabrication of data to the Board of Examiners.

- 4.22 If, after receiving a written warning, a student is found to have committed second or subsequent plagiarism, copying, collusion or fabrication:
- 4.22.1 the Assessment Officer will ask the Board of Examiners to approve a recommendation that that a breach of the policy has taken place and that the student should be given zero for the module, regardless of any other assessment component marks for the module;
 - 4.22.2 the student will be given a second written warning;
 - 4.22.3 the student will be recommended to complete an on-line tutorial on plagiarism, collusion and fabrication of data if they have not already done so;
 - 4.22.4 a note will be placed on the student's records, including their records in SPIDER⁶.
 - 4.22.5 the student's entitlement to re-sit failed modules is not affected.
- 4.23 In the case of a student being awarded a mark of zero and as a result failing their dissertation or project, the Board of Examiners will decide whether they should be permitted to re-submit the dissertation or project, revised and corrected, or whether they must complete and submit a whole new dissertation or project.

Category E: Unfair and/or Dishonest Academic Practice

- 4.24 This category covers academic malpractice where a clear intent to deceive and gain unfair advantage can be established. Examples include the purchasing or commissioning of coursework or data, passing off as your own work the work of another student or person, extensive fabrication and falsification of data, and coercive collusion. The practices in this category are defined as those serious enough even as a first offence to warrant suspension or termination of studies and do not depend on a student's prior actions.
- 4.25 When unfair and/or dishonest academic practice is identified, the matter must be reported to the Assessment Officer in the Department/School that 'owns' the module concerned.
- 4.26 The Assessment Officer will investigate the allegation on behalf of the Chair of the appropriate Board of Examiners by inviting the examiner to provide evidence and reasons for his/her allegation and the student(s) to provide an explanation of the circumstances for the unfair and/or dishonest practice.⁷
- 4.27 The student(s) must be afforded the opportunity to make any representations that they may wish to make. If the investigation involves a meeting each student suspected of unfair and/or dishonest academic practice will be entitled to be accompanied by another member of the University, e.g. a fellow student, or a representative of the Liverpool Guild of Students.
- 4.28 If, following the investigation, the Assessment Officer concludes that unfair and/or dishonest academic practice has taken place, the Assessment Officer will provide a report to the Chair of the appropriate Board of Examiners detailing his/her findings, the circumstances of the alleged unfair and/or dishonest practice, the investigation undertaken and the representations made by the student. A copy of this will also be made available to the student(s).
- 4.29 The Chair of the Board of Examiners will consult with the Board of Examiners and decide whether it deems the findings of the Assessment Officer appropriate and acceptable and apply the appropriate penalty. No person who was involved with any aspect of the investigation and drafting of the Assessment Officer's report should be party to the decision made by the Board of Examiners.
- 4.30 If a student is found to have committed unfair and/or dishonest academic practice, the Board of Examiners shall determine the penalty to be applied and shall determine any award to be

⁶ In respect of this and all references to SPIDER in this Policy it should be noted that for on-line programmes an alternative records system may be used.

⁷ For on-line programmes, the investigation undertaken by the Assessment Officer with the examiner and the student concerned often takes place under the auspices of a 'Plagiarism Sub-Committee' who would make recommendations about allegations of plagiarism, copying, collusion or fabrication of data to the Board of Examiners.

made to the student. The minutes of the Board should accurately record the decision making process. The penalty to be applied for a Category E offence is either:

- a. Suspension of studies for a period not exceeding one academic session, or
- b. Termination of studies, with credit awarded for what has already been passed without unfair and/or dishonest academic practice.

5. Right of Appeal

- 5.1 Students may appeal against the decision of the Board of Examiners in relation to a Category C, D or E decision but only on the grounds that there was a procedural error in determining a decision in the conduct of the investigation into the alleged offence. Students may not appeal against the decision of the Board of Examiners other than in accordance with the Code of Practice on Assessment, Appendix F, Assessment Appeals Procedure:
<https://www.liv.ac.uk/student-administration/student-administration-centre/policies-procedures/appeals/>

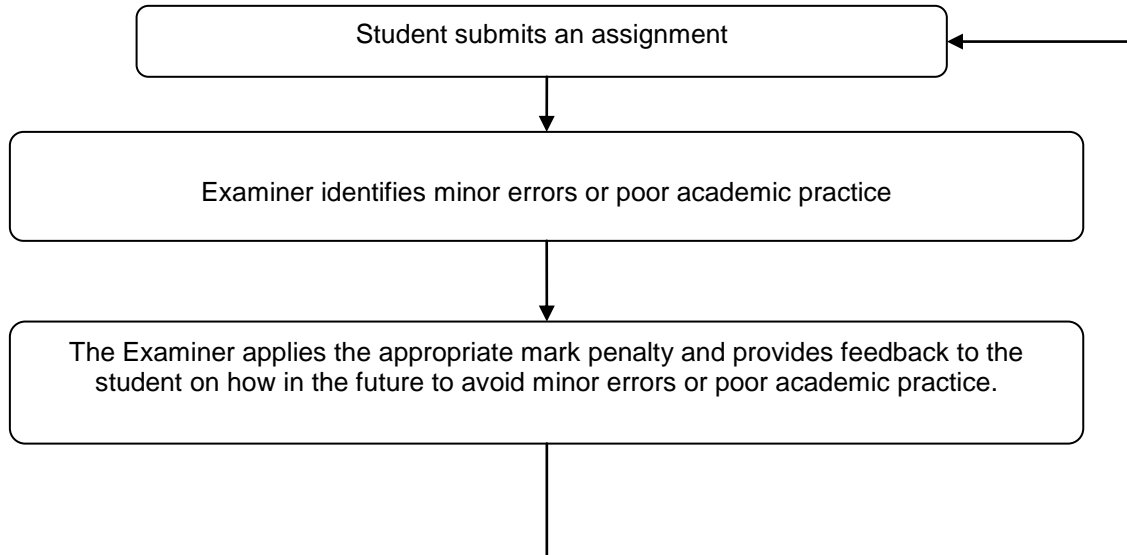
6. Poor Academic Practice, Unfair and/or Dishonest Practice and Fitness To Practise

- 6.1 For some vocational and/or professional programmes there may be requirements for students to meet specified standards in respect of their fitness to practise in the relevant vocation or profession. Where a finding of poor academic practice or unfair and/or dishonest plagiarism, collusion and/or fabrication of data against a student may call into question the student's fitness to practise, this must be clearly stated in the programme information provided to students.

7. Research Degrees

The policy for dealing with plagiarism, collusion and fabrication of data in research degrees is addressed in a separate policy document go to <http://www.liv.ac.uk/student-administration/research/pgr-handbook/>

PROCESS FOR DEALING WITH CATEGORY A and B PRACTICES



PROCESS FOR DEALING WITH CATEGORY C, D and E PRACTICES

